



**SUPPLEMENTAL AGENDA  
PURCELLVILLE TOWN COUNCIL REGULAR MEETING  
MAY 23, 2017, 7:00 PM  
TOWN HALL COUNCIL CHAMBERS**

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- 1) Staff Report for ACTION ITEM 12d. ADOPTION OF FY 2018 BUDGET AND APPROPRIATIONS FOR EXPENDITURES; ADOPTION OF ALL TAX RATES, FEES AND FINES\* (A. Vanegas/D. Davis)**

\*Roll Call Votes

IF YOU REQUIRE ANY TYPE OF REASONABLE ACCOMMODATION AS A RESULT OF PHYSICAL, SENSORY OR MENTAL DISABILITY IN ORDER TO PARTICIPATE IN THIS MEETING, PLEASE CONTACT DIANA HAYS, TOWN CLERK, AT 540-338-7421. THREE DAYS NOTICE IS REQUESTED.

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**STAFF REPORT**  
**ACTION ITEM**

Item # 12.d.

**SUBJECT:** Adoption of FY 2018 Budget and Appropriations for Expenditures; Adoption of all Tax Rates, Fees and Fines

**DATE OF MEETING:** May 23, 2017

**STAFF CONTACTS:** Alex Vanegas, Interim Town Manager  
Daniel C. Davis, Assistant Town Manager

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**SUMMARY:**

Over the past several months, Town Council has considered the *Proposed Fiscal Year 2018 Fiscal Plan & Capital Improvement Program Fiscal Year 2018-2022* ("**FY 2018 Budget**") (**Attachment 1**), which was prepared in accordance with Code of Virginia, Section 15.2-2503 and delivered to Town Council on March 22, 2017. The Town Manager also posted the Proposed FY 2018 Budget on the Town's website on March 22, 2017. The Town advertised a brief synopsis of the FY 2018 Budget in The Purcellville Gazette on April 21, 2017 and April 28, 2017, and held a public hearing on May 9, 2017, all in accordance with state law.

During the review period, Town Council considered the FY 2018 Budget as proposed by the Town Manager and directed that certain changes be made to achieve a reduction of \$333,790 from the proposed \$20,004,064 in total expenditures. A complete list of the changes directed by Town Council is attached to this Staff Report and titled *Summary of Changes to the FY 2018 Budget* (**Attachment 2**).

The proposed *Resolution Adopting the FY2018 Budget* (**Attachment 3**) adopts the FY 2018 Budget subject to the changes directed by Town Council, as shown in the Summary of Changes.

The Proposed FY 2018 Budget and associated documents can be found online at: <http://www.purcellvilleva.gov/budget>.

**BACKGROUND:**

Under Section 15.2-2506 of the Code of Virginia (1950), as amended, the budget is a fiscal planning document and its adoption by Town Council does not authorize any expenditures. In order for budgeted expenditures to be made in FY 2018, the Town Council must, in addition to adopting the Budget, adopt a resolution appropriating such funds. Further, once funds are appropriated by Town Council, they must be spent within the same fiscal year they were appropriated, or the Town Council must re-appropriate those funds to be expended the following fiscal year. Such re-appropriations are often necessary for capital improvement projects, which may take several years to complete.

**Budget Resolution:**

The *Resolution Adopting the Fiscal Year 2018 Budget* (**Attachment 3**) adopts the FY 2018 Budget subject to the changes directed by Town Council, as shown in the Summary of Changes. To ensure efficient and effective Town operations, the Town Manager is given the authority and flexibility to execute the Town Council's approved budget in a dynamic operating environment. The proposed Resolution, Section III, authorizes and directs the Town Manager to take all appropriate administrative actions necessary and prudent to effectuate implementation of the adopted budget including, but not limited to, transferring money within and between funds, paying all short and long term debt due, and establishing necessary encumbrances at fiscal year-end. This authority is a standard practice and is similar to other local jurisdictions such as Leesburg and Loudoun County.

**Appropriation Resolution:**

The *Resolution Appropriating Funds for Expenditure in FY 2018* (**Attachment 4**) appropriates for expenditure all funds budgeted in the FY 2018 Budget, as amended by the *Summary of Changes to the FY 2018 Budget*, and also re-appropriates for expenditure in FY 2018 the capital improvement project funds that were appropriated by Town Council in FY 2017 but were not spent within FY 2017.

**Ordinance adopting and re-ordaining Town taxes and fees:**

The proposed FY 2018 Budget reflects, in part, anticipated revenues generated by taxes and fees. The proposed taxes and fees for Fiscal Year 2018 are reflected in the Tax and Fee Schedule Ordinance (**Attachment 5**). All increases to the Town's current tax and fee schedule were advertised in the Purcellville Gazette on April 21<sup>st</sup> and April 28<sup>th</sup> and a Town Council Public Hearing was held on proposed changes to taxes and fees on May 9, 2017.

**Vote Requirements:**

1. **Budget Resolution:** A simple majority vote of those present and voting is required to adopt a budget resolution.
2. **Appropriation Resolution:** Four affirmative votes (a majority of all members elected to the governing body) is required to adopt a resolution appropriating funds for expenditure that exceed the sum of \$500, pursuant to Article VII, Section 7 of the Virginia Constitution.
3. **Ordinance of Taxes and Fees:** Because the Town Council did not propose any new taxes, or tax increases for Fiscal Year 2018, the Tax and Fee Ordinance may be adopted by a simple majority vote of those present and voting.

**ISSUES:**

There are no identified issues, but the following summarizes the changes to each fund:

1. **General Fund:** The Council proposed no changes to revenue in the General Fund. Council proposed reductions of \$379,346 in the General Fund. General Fund Utility chargebacks of \$324,558 in Administration, Finance and Non-Department, which reduce General Fund expenditures, were eliminated. As a result, the net expense reduction in the General Fund was \$54,788. This amount was added to the General Fund's Contingency Reserve account and now the account totals \$115,312 as an estimated FY 2018 surplus/reserve.
2. **Special Parks and Recreation Fund:** The Special Parks and Recreation Fund proposed net increases in revenue totaling \$8,000 mainly attributed to the October Festival Race. Council proposed reductions of \$9,610 in the Special Park and Rec fund. The savings, along with the increased revenue increases the Special Park and Rec Fund Contingency Reserve account by \$17,610 and now totals \$31,983 as an estimated FY 2018 surplus/reserve.
3. **Utility Fund:** Council proposed no fee increases to the Water or Wastewater Funds. As a result, revenue decreased \$143,484 in the Water Fund and \$198,306 in the Wastewater Fund from the Town Manager proposed budget. Savings due to the partial elimination of the chargeback in the General Fund totaled \$162,279 for each Utility Fund. Further, Council reduced expenditures in the Water Fund by \$37,000 and in the Wastewater Fund by \$97,000. The decrease in chargeback and expenditures offset the decreased revenue in both funds and provided the Water Fund an additional \$55,795 and the Wastewater Fund an additional \$60,973 in

reserve. Estimated FY 2018 surplus/reserve for the Water Fund is \$1,037,706 and for the Wastewater Fund is \$668,705.

- 4. Town Tax Rates, Fees, and Fines (Master Tax and Fee Schedule):** Town Council advertised and held a public hearing on May 9, 2017, regarding proposed increases to the Town's rates and fees. Because Town Council has indicated it will not be adopting an increase to the Town's water or wastewater rates, the only proposed changes remaining are (i) to add new rates for Public Works equipment and personnel, when such equipment or personnel is used to assist third parties, (ii) to decrease the fees for use of the Train Station, and (iii) to decrease the automotive decal fee for antique vehicles. An Ordinance to adopt and re-ordain the Town's Master Tax and Fee Schedule, which includes these proposed rate changes, is at Attachment 5 to this Staff Report.

**DEADLINE FOR ACTION:**

Under Section 15.2-2503 of the Code of Virginia (1950), the governing body shall approve the budget and fix a tax rate for the budget year no later than the date on which the fiscal year begins.

**MOTIONS (all three motions need to be voted on):**

- 1. Adopting the Budget Resolution**  
"I move that Town Council adopt Resolution Number 17-05-02, adopting the FY 2018 Budget as amended by the *Summary of Changes to the FY 2018 Budget* and authorizing and the Town Manager to take all steps necessary and prudent to effectuate the implementation of the FY 2018 Budget."
- 2. Adopting the Appropriations Resolution**  
"I move that Town Council adopt Resolution Number 17-05-03, appropriating for expenditure in FY 2018 all funds contained in the FY 2018 Budget, and re-appropriating for expenditure in FY 2018 the Capital Improvement Program project funds that were appropriated by Town Council in FY 2017 but were not spent within FY 2017."
- 3. Adopting and Re-ordaining all Tax Rates, Fees, and Fines for the Town**  
"I move that the Town Council adopt Ordinance Number 17-05-01, adopting and re-ordaining the tax rates, fees, and fines for the Town of Purcellville."

**OR**

4. "I move that Town Council direct staff to make the following amendments to the FY 2018 Budget [or the FY2018 Tax & Fee Schedule], and to bring this item back for action at Town Council's meeting on June 13, 2017:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_."

**ATTACHMENTS:**

1. FY 2018 Budget (available at <http://www.purcellvilleva.gov/budget>)
2. Summary of Changes to the FY 2018 Budget
3. Resolution 17-05-02, Adopting the *FY 2018 Budget* Subject to Changes Directed by Town Council
4. Resolution 17-05-03, Appropriating Funds for Expenditure in FY2018
5. Ordinance 17-05-01, Adopting and re-ordaining all tax rates, fees, and fines for the Town of Purcellville

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## SUMMARY OF CHANGES TO THE FY 2018 BUDGET

<b>Operating Budget Revenues</b>			Town Manager	Town Council	Net Difference
Fund	Account #	Account Title	Budget	Changes	to TM Budget
P&R	110-3150203-0000	Train Station	\$5,000	\$3,000	(\$2,000)
P&R	110-3189919-xxxx	October Festival Race	\$0	\$10,000	\$10,000
<b>TOTAL P&amp;R REVENUE CHANGES</b>					<b>\$8,000</b>
WF	501-3830000-0000	Water Fees	\$2,240,168	\$2,093,615	(\$146,553)
WF	501-3830000-xxxx	Town Hall Water Fees	\$0	\$994	\$994
WF	501-3830000-xxxx	Town Hall Water Fees	\$0	\$1,568	\$1,568
WF	501-3830000-xxxx	Town Hall Water Fees	\$0	\$507	\$507
<b>TOTAL WF REVENUE CHANGES</b>					<b>(\$143,484)</b>
WWF	502-3830000-0000	Sewer Fees	\$3,072,420	\$2,871,421	(\$200,999)
WWF	501-3830000-xxxx	Town Hall Sewer Fees	\$0	\$994	\$994
WWF	501-3830000-xxxx	Town Hall Water Fees	\$0	\$1,192	\$1,192
WWF	501-3830000-xxxx	Town Hall Water Fees	\$0	\$507	\$507
<b>TOTAL WWF REVENUE CHANGES</b>					<b>(\$198,306)</b>
<b>TOTAL REVENUE CHANGES - ALL FUNDS</b>					<b>(\$333,790)</b>

<b>Operating Budget Expenditures</b>			Town Manager	Town Council	Net Change
Fund	Account #	Account Title	Budget	Changes	TM Budget
GF	100-4012100-1100	Administration Staff	\$759,505	\$690,717	(\$68,788)
GF	100-4012100-xxxx	Administration Chargeback	(\$24,993)	\$0	\$24,993
GF	100-4012100-3130	Consulting/General	\$10,000	\$8,000	(\$2,000)
GF	100-4012100-3500	Printing	\$6,000	\$5,500	(\$500)
GF	100-4012100-5540	Travel & Training	\$6,500	\$6,000	(\$500)
GF	100-4012100-5541	Town Mgr - Travel & Exp	\$7,000	\$6,500	(\$500)
GF	100-4012100-5802	Special Programs	\$8,500	\$8,000	(\$500)
GF	100-4012100-5810	Due & Subscriptions	\$6,500	\$5,200	(\$1,300)
GF	100-4012100-6001	Equipment and Supplies	\$15,000	\$14,000	(\$1,000)
GF	100-4012100-6002	Records Management	\$5,000	\$4,000	(\$1,000)
GF	100-4012100-6001	Public Information	\$15,000	\$14,000	(\$1,000)
GF	100-4012200-3150	Legal Services - Admin	\$10,000	\$7,000	(\$3,000)
GF	100-4012100-6001	Legal Services - Public Works	\$20,000	\$16,000	(\$4,000)
GF	100-4012410-xxxx	Finance Utility Chargeback	(\$282,812)	\$0	\$282,812
GF	100-4031100-1100	Police Staff	\$1,120,304	\$1,044,176	(\$76,128)
GF	100-4031100-2810	Uniforms	\$27,000	\$20,000	(\$7,000)
GF	100-4031100-2820	Wellness Program	\$6,200	\$0	(\$6,200)
GF	100-4031100-3100	Professional Services	\$10,000	\$7,000	(\$3,000)
GF	100-4031100-5540	Travel & Training	\$12,000	\$9,000	(\$3,000)
GF	100-4031100-6001	Supplies	\$17,000	\$15,000	(\$2,000)
GF	100-4031100-6010	Equipment	\$45,000	\$35,000	(\$10,000)
GF	100-4041050-3144	Long-Range Planning and Stu	\$20,000	\$10,000	(\$10,000)
GF	100-4041100-1200	Overtime - PW Cap & Eng	\$25,000	\$20,000	(\$5,000)
GF	100-4041100-3142	Consulting/Engineering	\$55,000	\$45,000	(\$10,000)
GF	100-4041100-5540	Travel & Training	\$5,000	\$4,000	(\$1,000)
GF	100-4041200-1100	Maintenance Staff	\$657,639	\$590,376	(\$67,263)
GF	100-4041200-1200	Overtime - Maintenance	\$40,000	\$39,000	(\$1,000)
GF	100-4041200-3330	Waste Disposal	\$5,000	\$4,000	(\$1,000)

Summary of Changes to the FY 2018 Budget

Fund	Account #	Account Title	Budget	Changes	TM Budget
GF	100-4041200-xxxx	Maintenance Bldg Utility Use	\$0	\$2,384	\$2,384
GF	100-4041300-5921	Concrete - C&G (Town)	\$15,000	\$12,000	(\$3,000)
GF	100-4041350-5901	Ashphalt - General (State)	\$193,000	\$201,000	\$8,000
GF	100-4041350-5908	Street Sweeping (State)	\$45,000	\$42,000	(\$3,000)
GF	100-4041350-5955	Engineering Exp (State)	\$25,000	\$20,000	(\$5,000)
GF	100-4043200-xxxx	Town Hall Utility Use	\$0	\$1,988	\$1,988
GF	100-4081100-3145	Long-Range Planning and Stu	\$60,000	\$50,000	(\$10,000)
GF	100-4081100-5801	Council Travel & Gen Expens	\$12,500	\$10,000	(\$2,500)
GF	100-4081100-5810	Dues & Subscriptions	\$14,050	\$6,011	(\$8,039)
GF	100-4081500-5540	EDEV Travel / Training	\$500	\$2,000	\$1,500
GF	100-4081500-5802	EDEV Special Proj/Tourism	\$12,000	\$8,000	(\$4,000)
GF	100-4081100-5811	EDAC Visitor Center	\$3,000	\$0	(\$3,000)
GF	100-4042000-2999	Non-Dept Utility Chargeback	(\$16,753)	\$0	\$16,753
GF	100-4094000-8205	Capital Outlay - Police	\$90,000	\$45,000	(\$45,000)
GF	100-4094000-8505	Capital Outlay - PW Maintena	\$23,000	\$0	(\$23,000)
GF	100-4092000-0200	Contingency/Surplus	\$60,524	\$115,312	\$54,788
<b>TOTAL GF EXPENSE CHANGES</b>					<b>\$0</b>

P&R	110-4071310-3310	Building Maint/Supplies	\$21,000	\$15,000	(\$6,000)
P&R	110-4071320-3310	Repairs	\$25,000	\$15,000	(\$10,000)
P&R	110-4071320-xxxx	Train Station Utility Use	\$0	\$1,390	\$1,390
P&R	110-4071500-xxxx	October Festival Race	\$0	\$5,000	\$5,000
P&R	110-4092000-0200	Contingency/Surplus	\$14,373	\$31,983	\$17,610
<b>TOTAL P&amp;R EXPENSE CHANGES</b>					<b>\$8,000</b>

WF	501-4012100-1500	Chargeback to GF	\$601,775	\$439,496	(\$162,279)
WF	501-4012200-5835	Waterline Repairs	\$39,000	\$37,000	(\$2,000)
WF	501-4012200-6004	New Equipment & Tools	\$29,000	\$27,000	(\$2,000)
WF	501-4012250-3140	Professional Services	\$65,000	\$60,000	(\$5,000)
WF	501-4012250-3144	Long-Range Planning and Stu	\$40,000	\$20,000	(\$20,000)
WF	501-4012250-3145	GIS Layers	\$22,000	\$20,000	(\$2,000)
WF	501-4012250-5540	Training	\$6,500	\$6,000	(\$500)
WF	501-4012250-5849	Watershed Mgt	\$15,200	\$14,200	(\$1,000)
WF	501-4012250-5851	Environmental Compliance	\$3,000	\$2,000	(\$1,000)
WF	501-4012300-6001	Well Supplies	\$25,000	\$23,500	(\$1,500)
WF	501-4012500-5837	Meter Repairs / Test	\$8,000	\$7,000	(\$1,000)
WF	501-4012500-6004	Meter Tools & Equip	\$10,000	\$9,000	(\$1,000)
WF	501-4092000-0200	Contingency/Surplus	\$981,911	\$1,037,706	\$55,795
<b>TOTAL WF EXPENSE CHANGES</b>					<b>(\$143,484)</b>

WWF	502-4012100-1500	Chargeback to GF	\$601,775	\$439,496	(\$162,279)
WWF	502-4012300-3140	Long-Range Planning and Stu	\$125,000	\$50,000	(\$75,000)
WWF	502-4012250-3144	Long-Range Planning and Stu	\$40,000	\$20,000	(\$20,000)
WWF	502-4012500-5837	Meter Repairs / Test	\$8,000	\$7,000	(\$1,000)
WWF	502-4012500-6004	Meter Tools & Equip	\$10,000	\$9,000	(\$1,000)
WWF	502-4092000-0200	Contingency/Surplus	\$607,732	\$668,705	\$60,973
<b>TOTAL WWF EXPENSE CHANGES</b>					<b>(\$198,306)</b>

<b>TOTAL EXPENDITURE CHANGES ALL FUNDS</b>					<b>(\$333,790)</b>
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**TOWN OF PURCELLVILLE  
IN  
LOUDOUN COUNTY, VIRGINIA**

**RESOLUTION NO. 17-05-02**

**PRESENTED: May 23, 2017**

**ADOPTED: \_\_\_\_\_**

**A RESOLUTION: ADOPTING THE BUDGET FOR FISCAL YEAR 2018 SUBJECT TO CHANGES AS DIRECTED BY TOWN COUNCIL; ADDRESSING AMENDMENTS TO THE BUDGET BY COUNCIL RESOLUTION; AUTHORIZING AND DIRECTING THE TOWN MANAGER TO TAKE ALL STEPS NECESSARY AND PRUDENT TO EFFECTUATE IMPLEMENTATION OF THIS RESOLUTION**

**WHEREAS,** pursuant to Section 15.2-2503 of the Code of Virginia (1950), as amended, the Town Council must approve for fiscal planning purposes a budget that contains a complete and itemized classified plan of all contemplated expenditures, all estimated revenues, and all estimated borrowings for the Town during the fiscal year beginning July 1, 2017 and ending June 30, 2018 (“FY 2018”); and

**WHEREAS,** the Town Manager prepared for FY 2018 a budget entitled *Proposed Fiscal Year 2018 Fiscal Plan and & Capital Improvement Program Fiscal Year 2018-2022* (“FY 2018 Budget”), which was the subject of a duly advertised Town Council public hearing, and was considered and discussed by Town Council through a series of budget work sessions; and

**WHEREAS,** as a result of several budget work sessions, the Town Council directed that certain changes be made to the FY 2018 Budget, which changes are set forth in a document entitled *Summary of Changes to the FY 2018 Budget*.

**NOW, THEREFORE,** the Council of the Town of Purcellville, Virginia hereby resolves:

**SECTION I.** The FY 2018 Budget is hereby approved and adopted in its entirety subject to the incorporation by Staff of all changes listed in the *Summary of Changes to the FY 2018 Budget*. The FY 2018 Budget shall include fund categories and budgeted expenditures for such fund categories as follows: General Fund, **\$9,782,114**; Parks and

Recreation Fund, \$555,217; Utility Funds (includes Water Fund and Wastewater Fund), \$9,332,943; and Capital Projects Funds, \$4,653,494.

**SECTION II.** Amendments to the adopted FY 2018 Budget may be enacted by the Town Council by resolution from time to time.

**SECTION III.** The Town Manager is hereby authorized and directed to take all appropriate administrative actions necessary and prudent to effectuate implementation of this Resolution including, but not limited to, transferring money within and between funds, paying all short and long term debt due, and establishing necessary encumbrances at the end of the fiscal year.

**SECTION IV.** All prior budgets, ordinances, and resolutions in conflict herewith are hereby repealed.

**SECTION V.** If any provision of this Resolution is declared invalid, the decision shall not affect the validity of the Resolution as a whole or any remaining provisions of the Resolution.

**SECTION VI.** This Resolution shall be effective July 1, 2017.

**PASSED THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2017**

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Kwasi A. Fraser, Mayor  
Town of Purcellville

ATTEST:

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Diana Hays, Town Clerk

**TOWN OF PURCELLVILLE**  
**IN**  
**LOUDOUN COUNTY, VIRGINIA**

**RESOLUTION NO. 17-05-03**

**PRESENTED:**

**May 23, 2017**

**ADOPTED:**

\_\_\_\_\_

**A RESOLUTION: APPROPRIATING FOR EXPENDITURE IN FISCAL YEAR 2018 ALL FUNDS BUDGETED FOR EXPENDITURE IN THE ADOPTED *FISCAL YEAR 2018 BUDGET*; RE-APPROPRIATING FOR EXPENDITURE IN FISCAL YEAR 2018 ALL CAPITAL IMPROVEMENT PROJECT FUNDS APPROPRIATED FOR EXPENDITURE IN FISCAL YEAR 2017 BUT NOT EXPENDED IN FISCAL YEAR 2017**

**WHEREAS,** the Town Council adopted a budget for fiscal year 2018 (“**FY 2018 Budget**”); and

**WHEREAS,** pursuant to Section 15.2-2506 of the Code of Virginia (1950), as amended, in addition to adopting a budget each fiscal year, the Town Council must also take action to appropriate all funds to be expended each fiscal year, before the Town may either obligate or spend such funds; and

**WHEREAS,** further pursuant to Section 15.2-2506 of the Code of Virginia (1950), as amended, the Town must spend all appropriated funds in the same fiscal year for which they were appropriated, unless the Town Council votes to re-appropriate unspent funds for expenditure in the following fiscal year; and

**WHEREAS,** the Town Council appropriated for expenditure in FY 2017 certain capital improvement project funds that were not fully expended in FY 2017, and desires to re-appropriate such funds for expenditure in FY 2018.

**NOW, THEREFORE,** the Council of the Town of Purcellville, Virginia hereby resolves:

**SECTION I.** The budgeted expenditures in each fund category, as reflected in the FY 2018 Budget and the *Summary of Changes to the FY 2018 Budget*, are hereby appropriated for expenditure in fiscal year 2018.

**SECTION II.** The capital improvement project funds that were appropriated for expenditure in FY 2017 but not spent in FY 2017, are hereby re-appropriated for expenditure in FY 2018, in amounts not to exceed the following: General Fund: **\$2,871,575**; Water Fund: **\$766,671**; and Wastewater Fund: **\$200,000**.

**SECTION III.** Supplemental appropriations may be enacted by the Town Council by resolution from time to time.

**SECTION IV.** The Town Manager is hereby authorized and directed to take all appropriate administrative actions necessary and prudent to effectuate implementation of this Resolution including, but not limited to, transferring money within and between funds, paying all short and long term debt due, and establishing necessary encumbrances at the end of the fiscal year.

**SECTION V.** All prior budgets, ordinances, appropriations, and resolutions in conflict herewith are hereby repealed.

**SECTION VI.** If any provision of this Resolution is declared invalid, the decision shall not affect the validity of the Resolution as a whole or any remaining provisions of the Resolution.

**SECTION VII.** This Resolution shall be effective July 1, 2017.

**PASSED THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2017**

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Kwasi A. Fraser, Mayor  
Town of Purcellville

ATTEST:

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Diana Hays, Town Clerk

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**TOWN OF PURCELLVILLE  
IN  
LOUDOUN COUNTY, VIRGINIA**

**ORDINANCE NO. 17-05-01**

**PRESENTED: May 23, 2017  
ADOPTED:**

**AN ORDINANCE: ADOPTING AND RE-ORDAINING THE TOWN’S TAX RATES,  
FEES, AND FINES**

The Town Council of the Town of Purcellville, Virginia hereby ordains:

**SECTION I.** That all tax rates, fines, and fees for the Town of Purcellville are hereby adopted and re-ordained as set forth in Appendix A to this Ordinance, “Master Tax and Fee Schedule.”

**SECTION II.** That all tax rates, fines, and fees adopted under this Ordinance shall supersede any conflicting tax rate, fine, or fee previously adopted.

**SECTION III.** That the Master Tax and Fee Schedule adopted and re-ordained under this Ordinance shall be set forth in Appendix A of the Town Code of Purcellville, Virginia.

**SECTION IV.** That if any portion of this Ordinance shall be adjudged invalid by a court of competent jurisdiction, the same shall not affect the validity of this Ordinance as a whole or any other part or provision thereof, other than the part so decided to be invalid.

**SECTION V.** That this Ordinance shall be effective July 1, 2017.

**PASSED THIS \_\_\_ DAY OF \_\_\_\_\_, 2017.**

\_\_\_\_\_  
Kwasi A. Fraser, Mayor  
Town of Purcellville

ATTEST:

\_\_\_\_\_  
Diana Hays, Town Clerk

**Town of Purcellville  
Master Tax & Fee Schedule**

<u>Category</u>	<u>Rates and Fees</u>	<u>Legal Authority</u>	<u>Town Ordinance</u>
Real Estate Tax	.22 per \$100	Va. Code § 58.1-3200 Va. Code § 15.2-1104 Va. Code § 58.1-3321 Town Code 74-1	Ordinance 17-04-01
Fireman's Field Service Tax District	.035 per \$100	Va. Code § 15.2-2400 Town Code 74-232	Ordinance 17-04-01
<b>Personal Property Tax:</b>			
Vehicles	1.05 per \$100	Va. Code § 58.1-3500 Town Code 74-1	Ordinance 17-04-01
Vehicles – Qualified Volunteers	.01 per \$100		
Business Property	.55 per \$100		
Penalty	10%	Va. Code § 58.1-3916	Ordinance 17-04-01
Interest	10% per annum	Va. Code § 58.1-3916	Ordinance 17-04-01

**Town of Purcellville  
Master Tax & Fee Schedule**

<u>Category</u>	<u>Town Council Proposed Rates and Fees</u>	<u>Legal Authority</u>	<u>Town Ordinance</u>
<b>Motor Vehicle Decals</b>			
Automobiles	\$25.00	Va. Code § 46.2-752 Town Code 78-47	Ordinance 17-05-01
Motor Cycle	\$15.00		
Antique	\$0.00		
Military	\$1.00		
Transfer	\$1.00		
Penalty for Late Purchase	\$1.00		
Lost Decal	\$1.00		
Qualified Vehicle – Volunteer	No Fee		
<b>Meals Tax</b>	5%	Va. Code § 58.1-3840 Town Code 74-82	Ordinance 17-05-01
<b>Cigarette Tax</b>	.65 per pack	Va. Code § 58.1-3840 Town Code 74-180	Ordinance 17-05-01
<b>Transient Occupancy Tax</b>	3% of amount paid for lodging or use of space	Va. Code § 58.1-3840 Town Code 74-222	Ordinance 17-05-01
<b>Farm &amp; Community Market Fee</b>	\$20 per space	Town Code Ord # 10.12.02 Town Code 18-153	Ordinance 17-05-01

**Town of Purcellville  
Master Tax & Fee Schedule**

<u>Category</u>	<u>Rates and Fees</u>	<u>Legal Authority</u>	<u>Town Ordinance</u>
<b>Business License</b>	Rates per category / value of gross receipts		
Business License Tax:			
Business Service	\$.17/\$100 gross receipts		Ordinance 17-05-01
Contractor	\$.14/\$100 gross receipts		Ordinance 17-05-01
Direct Sellers >\$4.000	\$.17/\$100 gross receipts		Ordinance 17-05-01
Financial Service	\$.17/\$100 gross receipts		Ordinance 17-05-01
Fortune Teller	\$500 annual flat fee		Ordinance 17-05-01
Hotel, Motel, Rooming House	\$.17/\$100 gross receipts		Ordinance 17-05-01
Massage Therapy	\$.17/\$100 gross receipts		Ordinance 17-05-01
Nonprofit Organization	None- must provide 501(c)(3)		Ordinance 17-05-01
Personal Service	\$.17/\$100 gross receipts		Ordinance 17-05-01
Professional	\$.17/\$100 gross receipts		Ordinance 17-05-01
Public Utilities	1/2 of 1% gross receipts		Ordinance 17-05-01
Repair Service	\$.17/\$100 gross receipts		Ordinance 17-05-01
Real Estate Service & Lessors of Real Property (dwellings 3 or more)	\$.17/\$100 gross receipts	Va. Code § 58.1-3703 Town Code 18-41	Ordinance 17-05-01
Restaurant	\$.17/\$100 gross receipts		Ordinance 17-05-01
Retail Merchant	\$.17/\$100 gross receipts		Ordinance 17-05-01
Wholesale Merchant	\$.05/\$100 purchases of goods of sale		Ordinance 17-05-01
Manufacturer	None		Ordinance 17-05-01
Itinerant Merchant or Peddler	\$500 annual flat rate		Ordinance 17-05-01
Carnival/Amusement	\$500 per event		Ordinance 17-05-01
Coliseum, Arenas (public, +10,000 capacity)	\$1,000 annual flat rate		Ordinance 17-05-01
Savings & Loan, Credit Union	\$50 annual flat rate		Ordinance 17-05-01
Photographer- no VA established business	\$30 annual flat rate		Ordinance 17-05-01
Minimum License Fee	\$20		Ordinance 17-05-01

**Town of Purcellville  
Master Tax & Fee Schedule**

<u>Category</u>	<u>Rates and Fees</u>	<u>Legal Authority</u>	<u>Town Ordinance</u>
<b>Loudoun County Gas Tax</b>	County Voluntary Contribution to the Town		
<b>Sales Tax</b>	6% (4.3% state, 1% local, .7% NVTA) Local 1% collected by State and remitted to Loudoun County to distribute according to number of school aged children residing in the Town.	<b>Va. Code § 58.1-603</b>	<b>Ordinance 17-05-01</b>
<b>Communications Tax</b>	5% of sales price of each communications service collected by State and apportioned to localities.	<b>Va. Code § 58.1-648</b>	<b>Ordinance 17-05-01</b>
<b>Electric Utility Tax:</b>			
Residential	\$1.05 plus \$.0011363 on each kwh	<b>Va. Code § 58.1-3814 Town Code 74-49</b>	<b>Ordinance 17-05-01</b>
Commercial	\$1.72 plus \$.010204 on each kwh		
Industrial	\$1.72 plus \$.010204 on each kwh		
<b>Right of Way Use Application Fee</b>	\$40.00	<b>Va. Code § 56-468.1</b>	<b>Ordinance 17-05-01</b>
<b>Right of Way Reinstatement Fee</b>	\$30.00	<b>Va. Code § 56-468.1</b>	<b>Ordinance 17-05-01</b>
<b>Right of Way Performance Guarantee Fee</b>	100% of Project Cost	<b>Va. Code § 56-468.1</b>	<b>Ordinance 17-05-01</b>
<b>Right of Way Use Fee</b>	\$1.05 per access line	<b>Va. Code § 56-468.1</b>	<b>Ordinance 17-05-01</b>
<b>Bank Franchise Tax</b>	80% of State rate of 1%/\$100 of net capital	<b>Va. Code § 58.1 Chapter 12 Town Code 74-4</b>	<b>Ordinance 17-05-01</b>
<b>Community Events Sign</b>	\$55 (in Town organization) \$65 (out of Town organization)	No Change	<b>Ordinance 17-05-01</b>
<b>Bad Check Fee</b>	\$50	<b>Va. Code § 15.2-106 Town Code 1-18</b>	<b>Ordinance 17-05-01</b>
<b>Mowing Fee</b>	Cost of Contractor Mowing	No Change	<b>Ordinance 17-05-01</b>
<b>Certified Letter Fee-Violation Notice</b>	Current USPS Rate	No Change	<b>Ordinance 17-05-01</b>
<b>Certified Letter Fee - Invoice</b>	Current USPS Rate	No Change	<b>Ordinance 17-05-01</b>
<b>Ordinance Mowing Admin Fee</b>	20% of Fees	No Change	<b>Ordinance 17-05-01</b>

**Town of Purcellville  
Master Tax & Fee Schedule**

<u>Category</u>	<u>Fines and Fees</u>	<u>Legal Authority</u>	<u>Town Ordinance</u>
Child restraint/safety belt violation (under 18 years; first offense - pay fine only)	\$50.00		Ordinance 17-05-01
Disabled parking violation	\$150.00		Ordinance 17-05-01
Driving wrong way on one-way street	\$30.00		Ordinance 17-05-01
Earphones while driving	\$25.00		Ordinance 17-05-01
Equipment violation (each charge)	\$30.00		Ordinance 17-05-01
Expired rejection sticker	\$50.00		Ordinance 17-05-01
Failure to dim headlights while moving	\$30.00		Ordinance 17-05-01
Failure to display license plates	\$25.00		Ordinance 17-05-01
Failure to drive on right side of highway	\$30.00		Ordinance 17-05-01
Failure to give proper signal	\$30.00	Va. Code § 46.2-85	Ordinance 17-05-01
Failure to have vehicle inspected	\$30.00		Ordinance 17-05-01
Failure to correct defects	\$50.00		Ordinance 17-05-01
Failure to obey highway signs	\$30.00	Va. Code § 46.2-830	Ordinance 17-05-01
Failure to obey traffic lights	\$100.00	Va. Code § 46.2-833	Ordinance 17-05-01
Evasion of traffic control device	\$50.00		Ordinance 17-05-01
Failure to obtain registration	\$25.00		Ordinance 17-05-01
Failure to secure load	\$30.00		Ordinance 17-05-01
Failure to use seat belt (pay fine only)	\$25.00		Ordinance 17-05-01
Failure to yield right of way	\$30.00	Va. Code § 46.2-820 to § 46.2-829	Ordinance 17-05-01
Following too closely	\$30.00	Va. Code § 46.2-816	Ordinance 17-05-01
Illegal radar detector	\$40.00	Va. Code § 46.2-851	Ordinance 17-05-01
Impeding flow of traffic	\$30.00		Ordinance 17-05-01
Improper lane change	\$30.00		Ordinance 17-05-01
Improper passing	\$30.00	Va. Code § 46.2-830	Ordinance 17-05-01
Improper towing	\$30.00	Va. Code § 46.2-833	Ordinance 17-05-01
Improper U-turn	\$30.00	Va. Code § 46.2-845	Ordinance 17-05-01
Speeding (other than in a residence zone, highway work zone or school crosswalk)	\$6.00 per MPH over speed limit	Va. Code § 46.2-870 to § 46.2-876	Ordinance 17-05-01
Speeding in residence zone	\$200.00 plus \$8.00 per MPH over speed limit	Va. Code § 46.2-878.2	Ordinance 17-05-01
Highway Safety Corridor moving violation (double the prepayable fine)	(double the prepayable fine)	Va. Code § 46.2-947	Ordinance 17-05-01

**Town of Purcellville  
Master Tax & Fee Schedule**

<u>Category</u>	<u>Rates and Fees</u>	<u>Legal Authority</u>	<u>Town Ordinance</u>
<b>Public Works Equipment</b> <i>(Note: Equipment Rates are without Operator)</i>			
4-Wheel Backhoe	\$72.00		
Air Compressor	\$21.00		
Boom Arm Mower	\$52.00		
Camera Truck	\$98.00		
Dump Truck	\$42.00		
Dump Truck w/ Plow and / or Spreader	\$62.00		
Mole	\$31.00		
Pickup Truck	\$21.00		
Pickup Truck w/Plow and/or Spreader	\$41.00		
Roto-Rooter	\$46.00		
Rubber Tire Loader	\$72.00		
Steiner Mower	\$39.00		
Thermoplast Gun	\$16.00		
Striping Machine	\$16.00		
Tractor with Bush Hog	\$46.00		
Utility Truck	\$52.00		
Vacuum Truck	\$129.00		
Variable Message Sign	\$82.00		
Zero Degree Mower (Skagg or X-Mark)	\$46.00		
Pipe Freezer	\$46.00		
Pavement Saw	\$36.00		
Trash Pump	\$11.00		
		<b>Va. Code § 15.2-2119 Va. Code § 15.2-951 Va. Code § 15.2-1102</b>	<b>Ordinance 17-05-01</b>

**Town of Purcellville  
Master Tax & Fee Schedule**

<u>Category</u>	<u>Rates and Fees</u>		<u>Legal Authority</u>	<u>Town Ordinance</u>
<b><u>Labor and Administration Rates</u></b>			<b>Va. Code § 15.2-2119 Va. Code § 15.2-951 Va. Code § 15.2-1102</b>	<b>Ordinance 17-05-01</b>
<b>Position</b>	<b>Hourly Rate</b>	<b>Hourly Overtime Rate</b>		
Public Works Director	\$82.00	\$123.00		
Public Works Asst Director/Manager	\$62.00	\$93.00		
Public Works Superintendent	\$57.00	\$86.00		
Public Works Team Leader	\$50.00	\$75.00		
Public Works Inspector	\$46.00	\$69.00		
Public Works Maintenance Worker	\$33.00	\$50.00		
Administrative Fee	20% Administrative Fee added to the total cost of invoice			

**Town of Purcellville  
Master Tax & Fee Schedule**

<u>Application Category</u>	<u>Application Type</u>	<u>Fees</u>	<u>Legal Authority</u>	<u>Town Ordinance</u>
<b>Subdivision</b>	Pre-Application Review	\$250	Va. Code § 15.2-2241	Ordinance 17-05-01
	Preliminary Plat	\$2,500 + \$100/lot + cost of engineering consultant review (ECR) (consultant cost not to exceed \$2,500)	Va. Code § 15.2-2241	Ordinance 17-05-01
	Preliminary Plat Extension	\$350	Va. Code § 15.2-2241	Ordinance 17-05-01
	Preliminary Plat Revision (minor revision to approved preliminary plat)	\$300+ cost of ECR (ECR cost not to exceed \$1,500)	Va. Code § 15.2-2241	Ordinance 17-05-01
	Minor Subdivision Plat	\$500 + \$100 per lot (3 lots or less)	Va. Code § 15.2-2241	Ordinance 17-05-01
	Preliminary/Final Subdivision Plat	\$4,000 + \$100/lot + ECR (ECR not to exceed \$2,500)	Va. Code § 15.2-2241	Ordinance 17-05-01
	Final Plat (after prelim plat approval, may be phased if phasing is approved with prelim plat)	\$1,500 + \$100/lot	Va. Code § 15.2-2241	Ordinance 17-05-01
	Construction Plans (Public Facility Construction Plans)	\$1,500 + 1% of value of public improvements + cost of ECR (ECR not to exceed \$2,500)	Va. Code § 15.2-2241	Ordinance 17-05-01
	Additional Submissions (applies to all plats & plans)	2 <sup>nd</sup> & subsequent: \$500 + cost of ECR (ECR not to exceed \$1,500)	Va. Code § 15.2-2241	Ordinance 17-05-01
	Revisions to Approved Construction Plans	\$500 + cost of ECR (ECR not to exceed \$1,500)	Va. Code § 15.2-2241	Ordinance 17-05-01
	Boundary line adjustment & lot consolidation plats	\$250 for single party; \$500 for 2 or more parties; + cost of Town attorney review (cost of review not to exceed \$300)	Va. Code § 15.2-2241	Ordinance 17-05-01
	Other plats (easement plats, correction plats, etc)	\$500 plus \$50 per lot + cost of Town Attorney review	Va. Code § 15.2-2241	Ordinance 17-05-01
	Variation or Exception	\$500 for one; \$250 for each additional in same application; plus cost of public hearing, if required	Va. Code § 15.2-2241	Ordinance 17-05-01
<b>Grading Plan</b>	First Submission	\$500 + \$20 per acre + the cost of ECR (ECR cost not to exceed \$1,500)	Va. Code § 15.2-2241	Ordinance 17-05-01
	Additional Submissions	2 <sup>nd</sup> & subsequent: \$250 + cost of ECR (ECR cost not to exceed \$1,000)		

**Town of Purcellville  
Master Tax & Fee Schedule**

<u>Fee Change</u>	<u>Application Type</u>	<u>Fees</u>	<u>Legal Authority</u>	<u>Town Ordinance</u>
<b>Site Plan</b>	Pre-Application Review	\$250	Va. Code § 15.2-2241	Ordinance 17-05-01
	Preliminary Site Plan	\$2,000 + ECR (ECR cost not to exceed \$2,500)	Va. Code § 15.2-2241	Ordinance 17-05-01
	Preliminary/Final Site Development Plan	\$4,500 +2% of public improvements value + cost of ECR (ECR cost not to exceed \$2,500)	Va. Code § 15.2-2241	Ordinance 17-05-01
	Final Site Plan	\$2,500 +2% of value of bonded improvements + ECR cost (ECR cost not to exceed \$2,500)	Va. Code § 15.2-2241	Ordinance 17-05-01
	Additional Submissions (applies to all site plans)	2 <sup>nd</sup> & subsequent: \$500 + ECR cost (ECR cost not to exceed \$1,500)	Va. Code § 15.2-2241	Ordinance 17-05-01
	Revisions to approved site plan	\$500 + ECR cost (ECR cost not to exceed \$1,500)	Va. Code § 15.2-2241	Ordinance 17-05-01
	Minor Site Plan	\$2,250 +ECR (ECR not to exceed \$1,250)	Va. Code § 15.2-2241	Ordinance 17-05-01
<b>Performance Bonds and As-Built Site Inspections</b>	As-Built Submissions	\$300 + ECR cost, not to exceed \$1,000 in the aggregate; \$100 per inspection after 1 <sup>st</sup> inspection	Va. Code § 15.2-2241	Ordinance 17-05-01
	Bond approval	\$250 + ECR cost, not to exceed \$500 in aggregate	Va. Code § 15.2-2241	Ordinance 17-05-01
	Bond extension	\$250 per year extended	Va. Code § 15.2-2241	Ordinance 17-05-01
	Bond reduction	<b>For Bonds \$3,500 or larger:</b> \$350 + ECR cost (includes 1 inspection) +\$100 for each additional inspection <b>For Bonds under \$3,500:</b> \$250 (includes 1 inspection) + \$100 for each additional inspection	Va. Code § 15.2-2241	Ordinance 17-05-01
	Bond release	<b>For Bonds \$3,500 or larger:</b> \$350 + ECR cost (includes 2 inspections – punch list & final) +\$100 for each additional inspection <b>For Bonds under \$3,500</b> \$250 (includes 2 inspections) + \$100 for each additional inspection	Va. Code § 15.2-2241	Ordinance 17-05-01
	Lawn Establishment Winter Cash Bond Processing Fees	Application Fee: \$50 Release Fee: \$100 per bond	Bond Va. Code § 15.2-2241	Ordinance 17-05-01
	Lawn Establishment Winter Bond for Single Family Homes	\$4,000	Va. Code § 15.2-2241	Ordinance 17-05-01
	Lawn Establishment Winter Bond for Townhomes	\$2,000	Va. Code § 15.2-2241	Ordinance 17-05-01
	Landscaping Bond	\$250 Plus Actual Cost of Landscaping	Va. Code § 15.2-2241	Ordinance 17-05-01

## Town of Purcellville Master Tax & Fee Schedule

<b>Application Category</b>	<b>Application Type</b>	<b>Fees</b>	<b>Legal Authority</b>	<b>Town Ordinance</b>	
<b>Land Use Applications</b>	Zoning Map Amendment	0-5 ac: \$2,500	<b>Va. Code § 15.2-2286</b>	<b>Ordinance 17-05-01</b>	
		5-10 ac: \$3,500			
		10-25 ac: \$6,500			
		25-100 ac: \$7,500			
		>100 ac: \$8,500 + \$25 each add'l ac.			
	Comprehensive Plan Amendment	\$2,500	<b>Va. Code § 15.2-2286</b>	<b>Ordinance 17-05-01</b>	
	Ordinance Text Amendment	\$2,500	<b>Va. Code § 15.2-2286</b>	<b>Ordinance 17-05-01</b>	
	Proffer or Proffered Plan Amendment	\$5,000	<b>Va. Code § 15.2-2286</b>	<b>Ordinance 17-05-01</b>	
<b>Annexation Applications</b>	Annexation Request	0-5 acres: \$10,000	<b>Va. Code § 15.2-2286</b>	<b>Ordinance 17-05-01</b>	
		> 5 acres: \$10,000 + \$50 each additional acre	<b>Va. Code § 15.2-2286</b>	<b>Ordinance 17-05-01</b>	
	<b>BZA Applications</b>	Variance	\$500 + cost of newspaper ad, not to exceed an additional \$500	<b>Va. Code § 15.2-2286</b>	<b>Ordinance 17-05-01</b>
		Special Exceptions	\$500 + cost of newspaper ad, not to exceed an additional \$500	<b>Va. Code § 15.2-2286</b>	<b>Ordinance 17-05-01</b>
Appeals of Admin Decision		\$500 + cost of newspaper ad, not to exceed an additional \$500	<b>Va. Code § 15.2-2286</b>	<b>Ordinance 17-05-01</b>	
<b>Misc. Zoning Fees</b>	Readvertise Public Hearing	Cost of newspaper ad, up to \$500	<b>Va. Code § 15.2-2286</b>	<b>Ordinance 17-05-01</b>	
	Renotify Property Owners	\$150	<b>Va. Code § 15.2-2286</b>	<b>Ordinance 17-05-01</b>	
	Zoning Clearance Letter	\$25	<b>Va. Code § 15.2-2286</b>	<b>Ordinance 17-05-01</b>	
	Zoning Determination	\$150	<b>Va. Code § 15.2-2286</b>	<b>Ordinance 17-05-01</b>	
	Traffic Consultant Review Fee	Not to exceed \$3000	<b>Va. Code § 15.2-2286</b>	<b>Ordinance 17-05-01</b>	
<b>Administrative Permits</b>	Zoning Permits	<u>New construction:</u> Residential: \$200 Non-Residential: \$250	<b>Va. Code § 15.2-2286</b>	<b>Ordinance 17-05-01</b>	
		<u>Additions &amp; Alterations:</u> Residential: \$75 Non-Residential: \$150	<b>Va. Code § 15.2-2286</b>	<b>Ordinance 17-05-01</b>	
		<u>Accessory Structures:</u> Decks, fences & sheds under 150 sq ft: \$50 All other accessory structures: \$75	<b>Va. Code § 15.2-2286</b>	<b>Ordinance 17-05-01</b>	
		<u>Construction Trailer:</u> \$300/year	<b>Va. Code § 15.2-2286</b>	<b>Ordinance 17-05-01</b>	

**Town of Purcellville  
Master Tax & Fee Schedule**

<u>Application Category</u>	<u>Application Type</u>	<u>Fees</u>	<u>Legal Authority</u>	<u>Town Ordinance</u>
<b>Administrative Permits</b>	Home Occupation Permit	\$75	Va. Code § 15.2-2286	Ordinance 17-05-01
	Home Child Care Center (12 children or less)	\$100	Va. Code § 15.2-2286	Ordinance 17-05-01
	Temporary Occupancy Permit	\$100	Va. Code § 15.2-2286	Ordinance 17-05-01
	Occupancy Permit	Residential: \$50* Commercial: \$150* *includes 1 inspection; \$100 for each re-inspection	Va. Code § 15.2-2286	Ordinance 17-05-01
	Demolition Permit	All structures: \$150	Va. Code § 15.2-2286	Ordinance 17-05-01
<b>Sign Permits</b>	Permanent Signs	1-10 SF: \$75 11-30 SF: \$100 > 30 SF: \$150	Va. Code § 15.2-2286	Ordinance 17-05-01
	Temporary Signs	\$35 Signs removed from public right of way: \$25	Va. Code § 15.2-2286	Ordinance 17-05-01
	Sign Waiver	\$75	Va. Code § 15.2-2286	Ordinance 17-05-01
	Master Sign Plan Amendment	\$50	Va. Code § 15.2-2286	Ordinance 17-05-01
<b>Board of Architectural Review Applications</b>	Preapplication conference	\$75		Ordinance 17-05-01
	New Construction & Additions	\$350		Ordinance 17-05-01
	Exterior Alterations	\$250		Ordinance 17-05-01
	Repainting to New Color(s)	\$50		Ordinance 17-05-01
	Accessory Structures	\$50		Ordinance 17-05-01
	CDA Amendments	\$100		Ordinance 17-05-01
	Appeal to Council	\$250		Ordinance 17-05-01
	Administrative Review	\$50		Ordinance 17-05-01
Demolition Application	\$75		Ordinance 17-05-01	
<b>Publications</b>	Comprehensive Plan	Paper: \$45 CD: \$5 when available	Va. Code § 15.2-2286	Ordinance 17-05-01
	Zoning Ordinance	Unbound: \$25 Bound: \$40	Va. Code § 15.2-2286	Ordinance 17-05-01
	Zoning Map or other Maps	Small: \$5 Large: \$25	Va. Code § 15.2-2286	Ordinance 17-05-01
	Subdivision Ordinance	\$10	Va. Code § 15.2-2286	Ordinance 17-05-01
	Facilities Standards Manual	\$30	Va. Code § 15.2-2286	Ordinance 17-05-01
	Publications copied In-House	\$0.10 per page	Va. Code § 15.2-2286	Ordinance 17-05-01

**Town of Purcellville  
Master Tax & Fee Schedule**

<u>Category</u>	<u>Rates and Fees</u>	<u>Legal Authority</u>	<u>Town Ordinance</u>
Event Permit Application Review Fee	\$75.00	Ordinance No. 15-09-02	Ordinance 17-05-01
Street Closure Fee for Events	\$100.00 per day or portion thereof	Ordinance No. 15-09-02	Ordinance 17-05-01
Town Events Specialist: (for event planning services beyond application)	\$30.00 per hour	Ordinance No. 15-09-02	Ordinance 17-05-01
Public Works Fee for Events	Up to \$65 per employee per hour	Ordinance No. 15-09-02	Ordinance 17-05-01
Town Police Fee for Events	Up to \$65 per officer per hour	Ordinance No. 15-09-02	Ordinance 17-05-01
<b>Train Station Fees</b>			
Full day Use (over 6 hours)	\$160		Ordinance 17-05-01
Half day Use (6 hours)	\$120		Ordinance 17-05-01
Four Hour Block	\$80		Ordinance 17-05-01
Two Hour Block	\$60		Ordinance 17-05-01
One Hour Block	\$40		Ordinance 17-05-01
Non Profits with 501C3 Status	\$20 per 2 hour block; \$40 per 4 hour block		Ordinance 17-05-01
<b>Community Garden Fees</b>			
Community Garden Rental Fee	\$25		Ordinance 17-05-01
Community Garden Security Fees	\$50 (Refundable)		Ordinance 17-05-01

**Town of Purcellville  
Master Tax & Fee Schedule**

<u>Category</u>	<u>Rates and Fees</u>	<u>Legal Authority</u>	<u>Town Ordinance</u>
<b>Water Supply System: Water Usage Rates Per 1,000 Gallons Per Tier</b>	Rates Per 1,000 Gallons Per Tier:		
	<b>In-Town Rates / Out of Town Rates</b>		
1st Tier (0 to 5,000 gal.)	\$6.34 / \$12.68	<b>Va. Code § 15.2-2119</b>	<b>Ordinance 17-05-01</b>
2nd Tier (5,001-10,000 gal.)	\$8.46 / \$16.92		
3rd Tier (10,001-15,000 gal.)	\$10.20 / \$20.40		
4th Tier (15,001-20,000 gal.)	\$12.14 / \$24.28		
5th Tier (20,001-50,000 gal.)	\$15.15 / \$30.30		
6th Tier (50,001-100,000 gal.)	\$17.29 / \$34.58		
7th Tier (100,001-150,000 gal.)	\$19.44 / \$38.88		
8th Tier (150,001-200,000 gal.)	\$21.57 / \$43.14		
9th Tier (200,001-250,000 gal.)	\$24.57 / \$49.14		
10th Tier (250,001-300,000 gal.)	\$26.71 / \$53.42		
11th Tier (300,001-350,000 gal.)	\$28.84 / \$57.68		
12th Tier (350,001-400,000 gal.)	\$30.98 / \$61.96		
13th Tier (400,001-450,000 gal.)	\$33.12 / \$66.24		
14th Tier (450,001-500,000 gal.)	\$38.47 / \$76.94		
15th Tier (500,001-550,000 gal.)	\$43.81 / \$87.62		
16th Tier (550,001-600,000 gal.)	\$49.15 / \$98.30		
17th Tier (600,001 and over)	\$54.50 / \$109.00		

**Town of Purcellville  
Master Tax & Fee Schedule**

<u>Category</u>	<u>Rates and Fees</u>	<u>Legal Authority</u>	<u>Town Ordinance</u>
<b>Water Supply System: Monthly Meter Reading Fee (A Fixed Fee Based on Meter Size)</b>	Current Monthly Fee for Meter Reading:  <b>In-Town Rates / Out of Town Rates</b>	<b>Va. Code § 15.2-2119</b>	<b>Ordinance 17-05-01</b>
5/8'	\$15.00 / \$30.00		
3/4"	\$15.00 / \$30.00		
1"	\$37.50 / \$75.00		
1.5"	\$75.00 / \$150.00		
2"	\$119.99 / \$239.98		
3"	\$239.48 / \$478.96		
4"	\$374.97 / \$749.94		
6"	\$479.93 / \$959.86		
8"	\$1,199.88 / \$2,399.76		
<b>Wastewater Collection System: Usage Rates Per 1,000 Gallons</b>		<b>Va. Code § 15.2-2119</b>	<b>Ordinance 17-05-01</b>
Wastewater Usage Rate <i>(In –Town Rate)</i>	Flat rate \$15.19 per 1,000 gal.		
Wastewater Usage Rate <i>(Out of Town Rate)</i>	Flat rate \$30.38 per 1,000 gal.		
<b>Wastewater Collection System: Fixed Fee per Billing Cycle to Cover Administrative Cost of Calculating Wastewater (Sewer) Usage:</b>	Current Fee for Calculating Wastewater Usage:  <b>In-Town Rates / Out of Town Rates</b>	<b>Va. Code § 15.2-2119</b>	<b>Ordinance 17-05-01</b>
5/8'	\$15.00 / \$30.00		
3/4"	\$15.00 / \$30.00		
1"	\$37.50 / \$75.00		
1.5"	\$75.00 / \$150.00		
2"	\$119.99 / \$239.98		
3"	\$239.48 / \$478.96		
4"	\$374.97 / \$749.94		
6"	\$479.93 / \$959.86		
8"	\$1,199.88 / \$2,399.76		

**Town of Purcellville  
Master Tax & Fee Schedule**

<u>Category</u>		<u>Rates and Fees</u>	<u>Legal Authority</u>	<u>Town Ordinance</u>
<b>Water Supply System</b>	Handling Fee for New Account (Water)	\$10.00	<b>Va. Code § 15.2-2119 Town Code §82-76 Town Code §82-85</b>	<b>Ordinance 17-05-01</b>
	Penalty (Late Fee)	10%		
	Interest	10% per annum		
	Pre-disconnect door announcement	\$10.00		
	Reconnection Fee (terminated fee)	\$50.00		
	Emergency call-out fee	\$100.00		
	Deposit Rates	Residential: \$300.00	<b>Va. Code § 15.2-2119</b>	<b>Ordinance 17-05-01</b>
		Business: \$300.00		
		Restaurant: \$750.00		
		Apartments: \$3,000.00		
	Laundry Mats: \$7,050.00			
Bulk Water Fee - Water Usage Rate	\$15.18/1,000 gallons	<b>Va. Code § 15.2-2119 &amp; Town Code §82-80</b>	<b>Ordinance 17-05-01</b>	
<b>Water Availability</b> (a.k.a. "Connection") <b>Fee Based on Meter Type &amp; Size: This Fee is Applied to any new or upgraded connection to the Town's water system</b>	<b>Current In-Town Fees / Out-of-Town Fees</b>		<b>Va. Code § 15.2-2119</b>	<b>Ordinance 17-05-01</b>
	5/8" Meter	\$25,754 / \$51,508		
	3/4" Meter	\$38,631 / \$77,262		
	1" Meter	\$64,385 / \$128,770		
	1.5" Meter	\$128,770 / \$257,540		
	2" T-10 Meter	\$206,032 / \$412,064		
	2" HP Turbine Meter	\$206,032 / \$412,064		
	3" HP Turbine Meter	\$386,310 / \$772,620		
	4" HP Turbine Meter	\$643,850 / \$1,287,700		
	2" T/F Compound Meter	\$206,032 / \$412,064		
	3" T/F Compound Meter	\$386,310 / \$772,620		
	4" T/F Compound Meter	\$643,850 / \$1,287,700		
	6" Meter	\$1,287,700 / \$2,575,400		

**Town of Purcellville  
Master Tax & Fee Schedule**

<u>Category</u>		<u>Rates and Fees</u>	<u>Legal Authority</u>	<u>Town Ordinance</u>
<b>Water Supply System</b>	General Construction Permit for Distribution Mains (VDH review of new Water Lines)	\$500 Preliminary Plan \$1.50/LF WL +\$500 for Final Site Plan	Va. Code § 15.2-2119 12VAC5-590-200	Ordinance 17-05-01
	New Line Flushing Request	\$50 Administrative Fee + \$(current water rate)/1000 gallons water used	Va. Code § 15.2-2119 & Waterworks Regulations* 12VAC5-590-1210	Ordinance 17-05-01
	<i>*§ 32.1-170 of the Code of VA authorizes VDH to adopt the VA Administrative Code (VAC) for Waterworks Regulations</i>			
	Hydrant Flow Test	\$200	Va. Code § 15.2-2119	Ordinance 17-05-01
	Meter Testing Fee (customer request)	\$100	Va. Code § 15.2-2119	Ordinance 17-05-01
<b>Water Meter Fee, Based on Meter Size and Type: Applies to Installation of Any New Water Meter</b>		<b>Current In-Town Fees / Out-of-Town Fees</b>	Va. Code § 15.2-2119	Ordinance 17-05-01
	5/8" Meter	\$275 / \$550		
	3/4" Meter	\$328 / \$656		
	1" Meter	\$394 / \$788		
	1.5" Meter	\$564 / \$1128		
	2" T-10 Meter	\$709 / \$1418		
	2" HP Turbine Meter	\$944 / \$1888		
	3" HP Turbine Meter	\$1469 / \$2938		
	4" HP Turbine Meter	\$2281 / \$4562		
	2" T/F Compound Meter	\$2013 / \$4026		
	3" T/F Compound Meter	\$2749 / \$5498		
	4" T/F Compound Meter	\$3731 / \$7462		
6" Meter	At Cost			

**Town of Purcellville  
Master Tax & Fee Schedule**

<b>Category</b>		<b>Rates and Fees</b>	<b>Legal Authority</b>	<b>Town Ordinance</b>
<b>Water Supply System</b>	Water Theft Fines	First Offense: \$1,000*	<b>Va. Code § 15.2-1429 &amp; Town Code § 82-86</b>	<b>Ordinance 17-05-01</b>
		Second Offense: \$1,500*		
		Third or Subsequent Offense: \$2,000*		
	*Plus water consumption.			
Water Meter Tampering/Damage	Penalty for Improper Use: \$500	<b>Va. Code § 15.2-1429 &amp; Town Code § 82-86</b>	<b>Ordinance 17-05-01</b>	
	Damage to Meter: \$275			
<b>Wastewater System</b>	Handling Fee for New Account ( Sewer)	\$10.00	<b>Va. Code § 15.2-2119 Town Code § 82-76 Town Code § 82-85</b>	<b>Ordinance 17-05-01</b>
	Penalty (Late Fee)	10%		
	Interest	10% per annum		
<b>Wastewater Availability (a.k.a. "Connection") Fee Based on Water Meter Type &amp; Size: This Fee is Applied to any new or upgraded connection to the Town's wastewater system</b>	<b>Current</b>		<b>Va. Code § 15.2-2119</b>	<b>Ordinance 17-05-01</b>
	<b>In-Town Fees / Out-of-Town Fees</b>			
	5/8" Meter	\$21,600 / \$43,200		
	3/4" Meter	\$32,400 / \$64,800		
	1" Meter	\$54,000 / \$108,000		
	1.5" Meter	\$108,000 / \$216,000		
	2" T-10 Meter	\$172,800 / \$345,600		
	2" HP Turbine Meter	\$172,800 / \$345,600		
	3" HP Turbine Meter	\$324,000 / \$648,000		
	4" HP Turbine Meter	\$540,000 / \$1,080,000		
	2" T/F Compound Meter	\$172,800 / \$345,600		
	3" T/F Compound Meter	\$324,000 / \$648,000		
	4" T/F Compound Meter	\$540,000 / \$1,080,000		
6" Meter	\$1,080,000 / \$2,160,000			
<b>Wastewater System</b>	New Sewer Line Flushing Request	\$50 Administrative Fee + water used	<b>Va. Code § 15.2-2119</b>	<b>Ordinance 17-05-01</b>

**Town of Purcellville  
Master Tax & Fee Schedule**

<u>Category</u>		<u>Current Rates and Fees</u>	<u>Legal Authority</u>	<u>Town Ordinance</u>
<b>Grease/Grit Interceptor Policy and Program</b>	Failure to maintain on-site records	1st Offense: warning letter 2nd Offense: \$100 3rd Offense: \$150 4th Offense: \$300	<b>Town Code § 82-192</b>	<b>Ordinance 17-05-01</b>
	Inspection Hindrance (equipment related)	1st Offense: warning letter 2nd Offense: \$100 3rd Offense: \$150 4th Offense: \$300		
	Interceptor in excess of 25% full	1st Offense: warning letter 2nd Offense: \$300 3rd Offense: \$450 4th Offense: \$1,000	<b>Town Code § 82-192</b>	<b>Ordinance 17-05-01</b>
	Interceptor in excess of 75% full	1st Offense: warning letter 2nd Offense: \$300 3rd Offense: \$500 4th Offense: \$1,000		
	Failure to maintain interceptor other than cleaning	1st Offense: warning letter 2nd Offense: \$300 3rd Offense: \$500 4th Offense: \$1,000	<b>Town Code § 82-192</b>	<b>Ordinance 17-05-01</b>
	Source of sewer blockage	1st Offense: warning + clean up costs 2nd Offense: \$500 + clean up costs 3rd Offense: \$1,000 + cleanup costs 4th Offense: termination of service		
	Falsification of maintenance or cleaning records and noncompliance with Policy and Program	1st Offense: warning letter 2nd Offense: \$500 3rd Offense: \$1,000 4th Offense: termination of service	<b>Town Code § 82-192</b>	<b>Ordinance 17-05-01</b>
	Refusal for Inspection	Termination of Service		